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**TENDER BRIEFING FOR
INTEGRATED FACILITIES MANAGEMENT
FOR
MCMC OLD HEADQUARTER**



BACKGROUND

- Existing MCMC Old HQ building is occupying an area of about 233,830 sqft. It was completed in August 2004 and has a built up area approximately of 120,000 sqft.
- The building has a capacity for 250 staff with occasionally it will be hosting the events, meetings and trainings for staff and publics alike.

Scope of Works

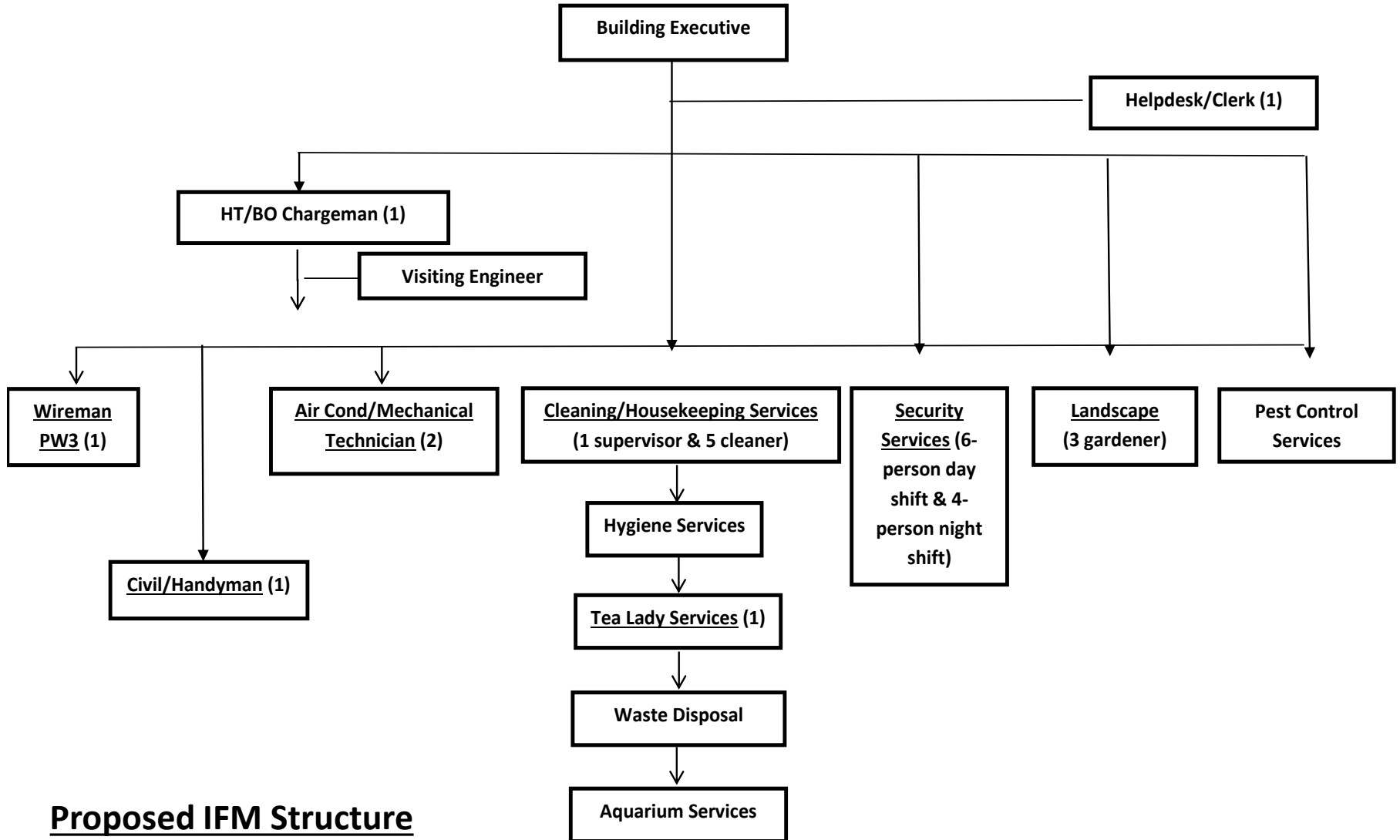
- The tender is for Integrated Facilities Management which will cover all of below scope of services :
 - a) Mechanical & Electrical
 - b) Cleaning, Housekeeping & Hygiene Services
 - c) Un-Armed Security Services
 - d) Pest Control
 - e) Landscape
 - f) Fire Protection System
 - g) Lift System – *MS Elevator Engineering Sdn. Bhd.*
 - h) BAS – *Techno Control Sdn. Bhd.*
 - i) CMS - *Iscada*

Scope of Works (cont.)

- The maintenance works is a fully comprehensive which it will include all consumable items and parts replacement.
- Any renovation or major refurbishment works that required upgrading of existing system will not included in the contract and it will subject to MCMC approval.
- The contract will be for three (3) years.
- The tenderer is also required to employ adequate numbers of qualified and competent staff to be stationed full time at the building.



Scope of Works (cont.)



Proposed IFM Structure



Tenderer Requirement

- Requirements to qualify to participate in this tender are as follows:
 - Registered with Companies Commission of Malaysia (CCM);
 - Registered with Construction Industry Development Board (CIDB) with minimum G5 license;
 - Registered with any corporate affiliation to facilities management or property management organization like BIFM, IFMA & MAFM;
 - Certified companies with ISO 9001 QMS;
 - Show experience and evidence in facilities/maintenance of Grade A offices or similar for the last five (5) years.



Financial

- The payment to the contractor will be on a monthly basis, which includes monthly report.
- Bank Guarantee (BG) is 10% of total contract sum and the validity of BG shall be 48 months.



Existing Service Provider

- M&E Services :UDA Dayaurus Sdn. Bhd.
:En. Rashid – 012-308 3442
- Cleaning Services :Pro Integrated Facility Service
:Ms. Shanon– 012-315 2812
- Un-Armed Security :ISO Hitech Security Sdn. Bhd.
:Puan Ku Norzainun – 019-699 0136
- Fire Protection :Globe Express Service Sdn. Bhd.
:Ms. Fannie – 012-265 6348

Existing Service Provider (cont.)

- Landscape :Nilai Landscape Sdn. Bhd.
:Mr. Ong – 012-621 7599
- Hygiene Service :Rentokil Initial (M) Sdn. Bhd.
:En. Syaqqeen – 019-223 8469
- Pest Control :Sanicare Hygiene Services
:En. Azrie – 013-380 8031

Timeline & Tender Submission

- Target to commence works : 2nd October 2017
- **Closing Date : 8th August 2017.**
- **Time : by 12.00 pm**
- **Venue :To deposited in the Tender Box at ground floor, MCMC Tower 1**

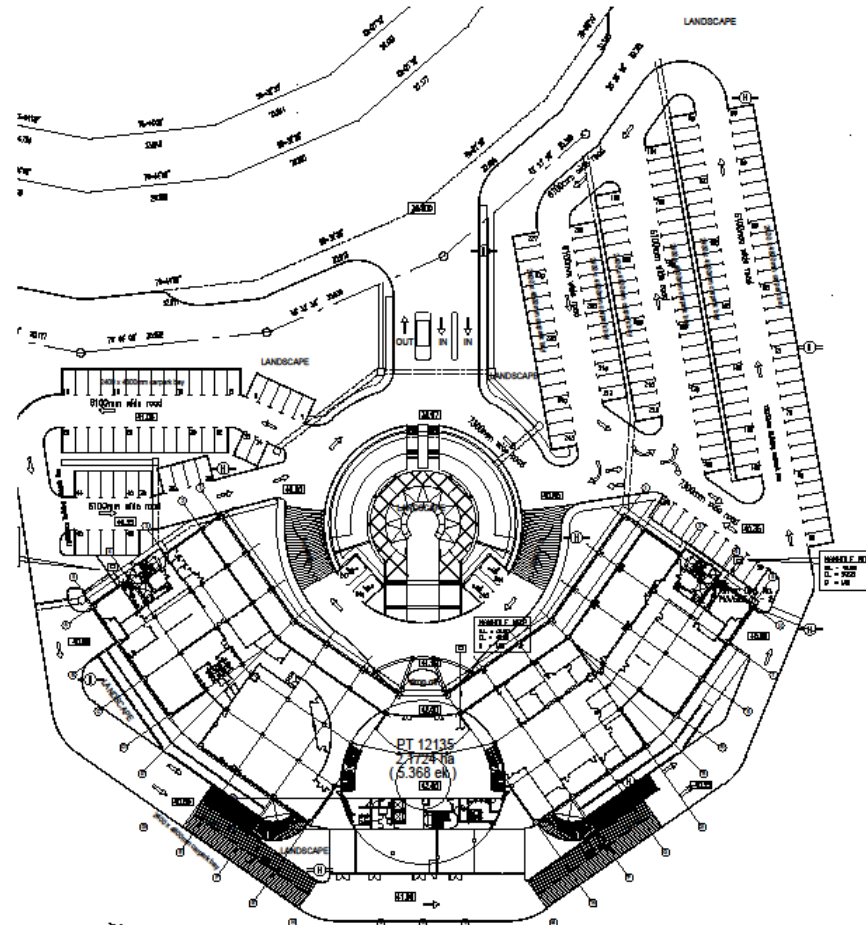
Timeline & Tender Submission

- Address to :

Chairman

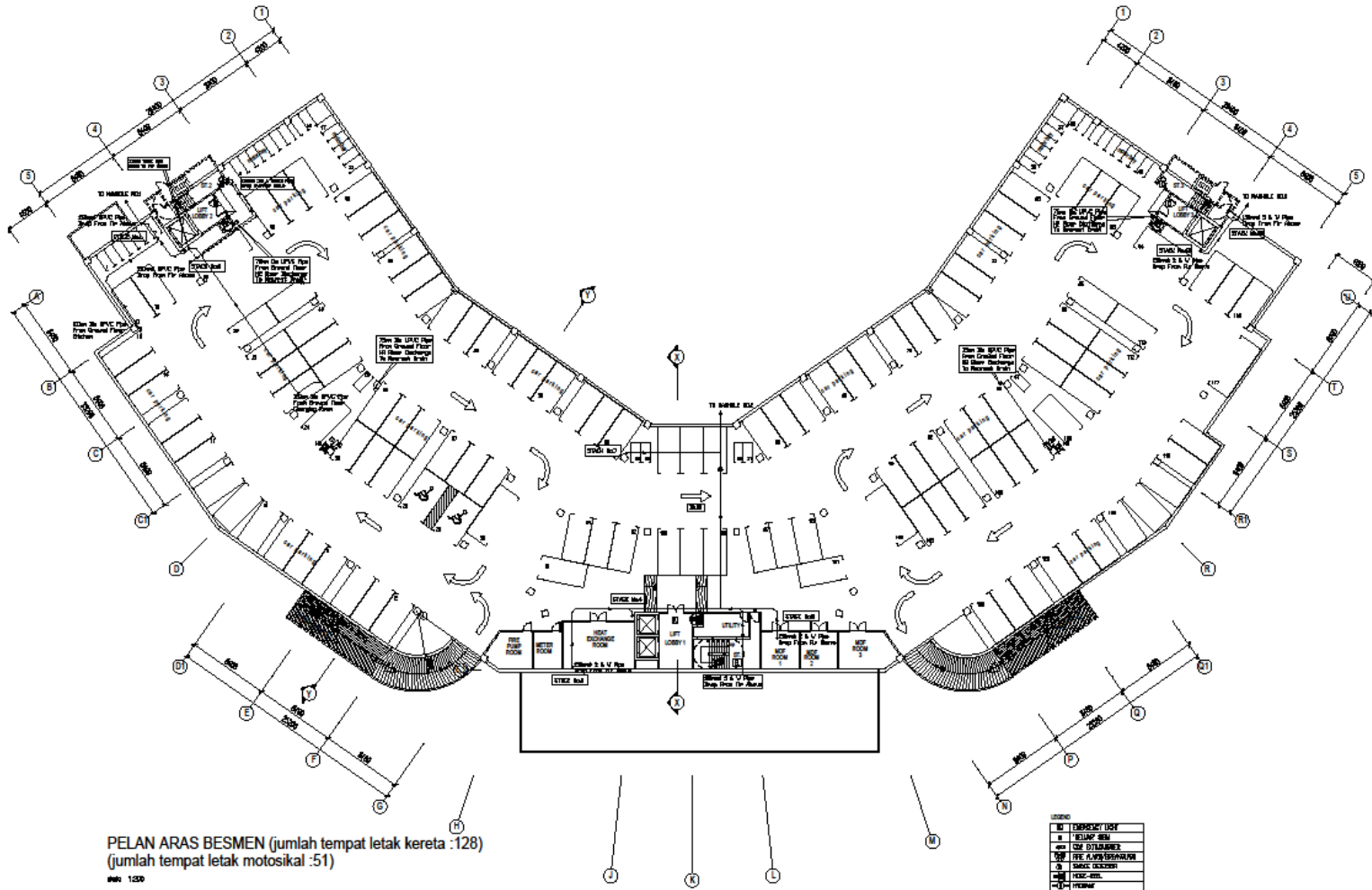
**Suruhanjaya Komunikasi dan Multimedia Malaysia,
MCMC Tower 1, Jalan Impact, Cyber 6,
63000 Cyberjaya,
Selangor Darul Ehsan.**

Drawing – Site Plan

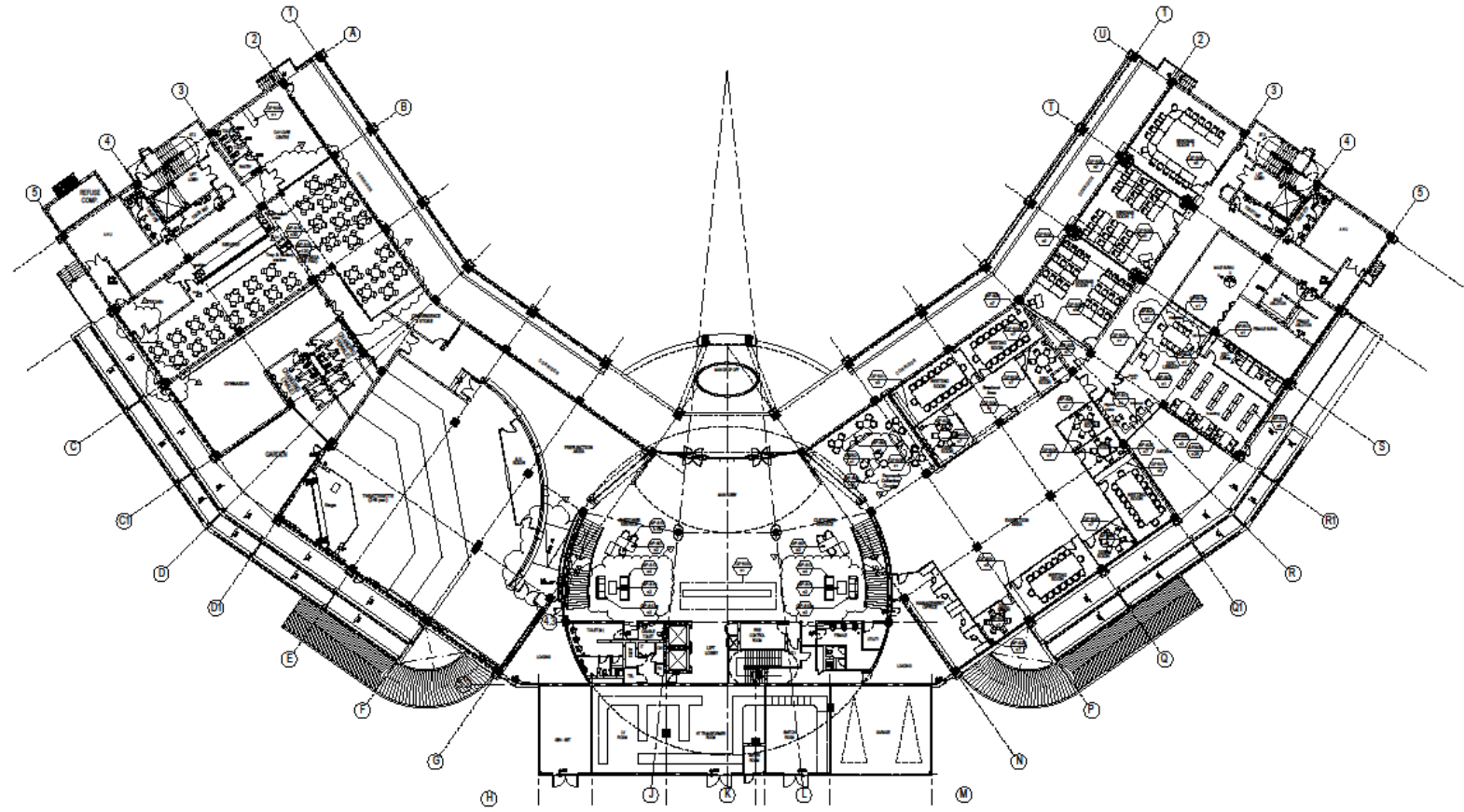


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SKALA : 1:500

Drawing – Basement

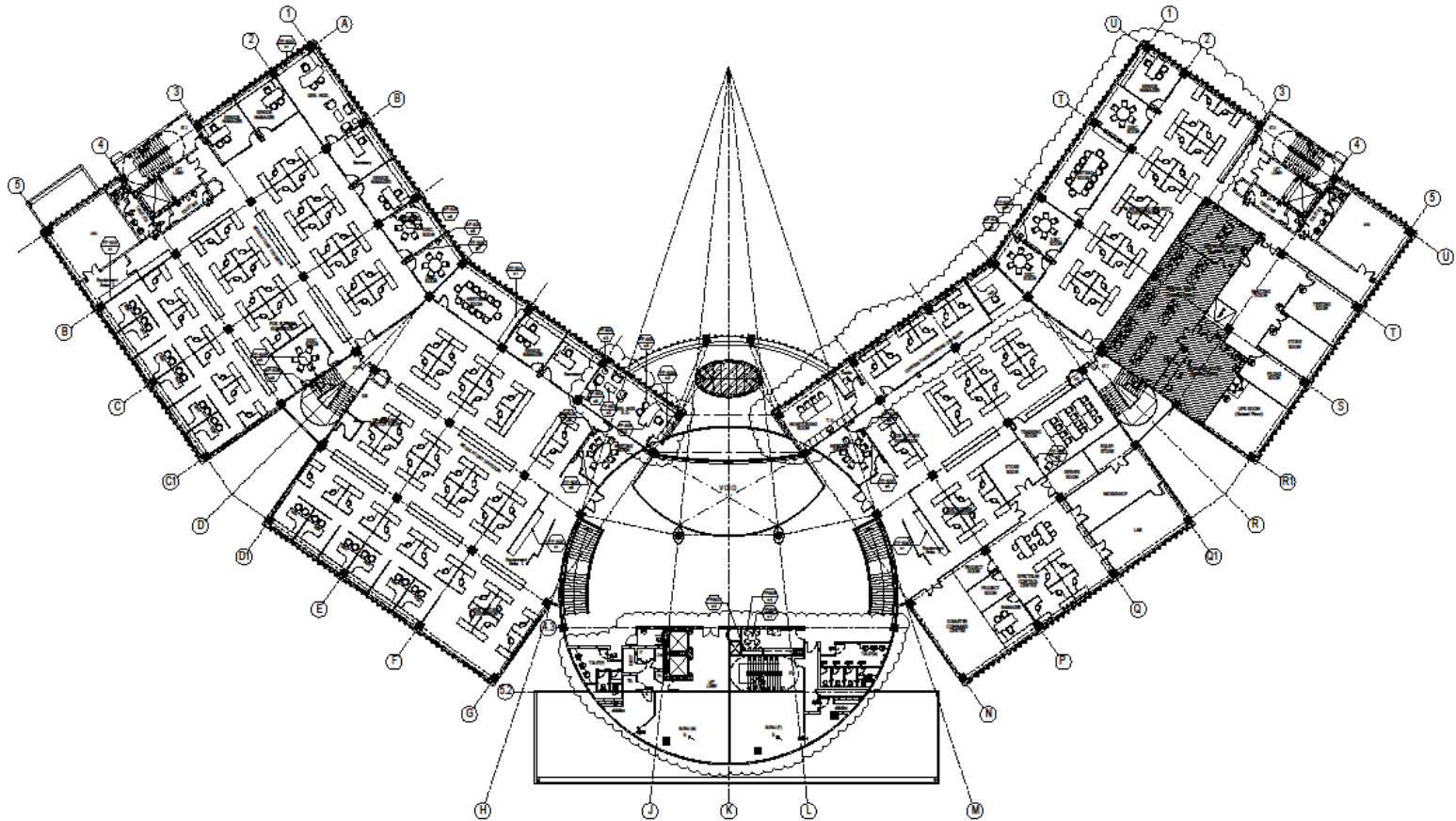


Drawing – Ground Floor



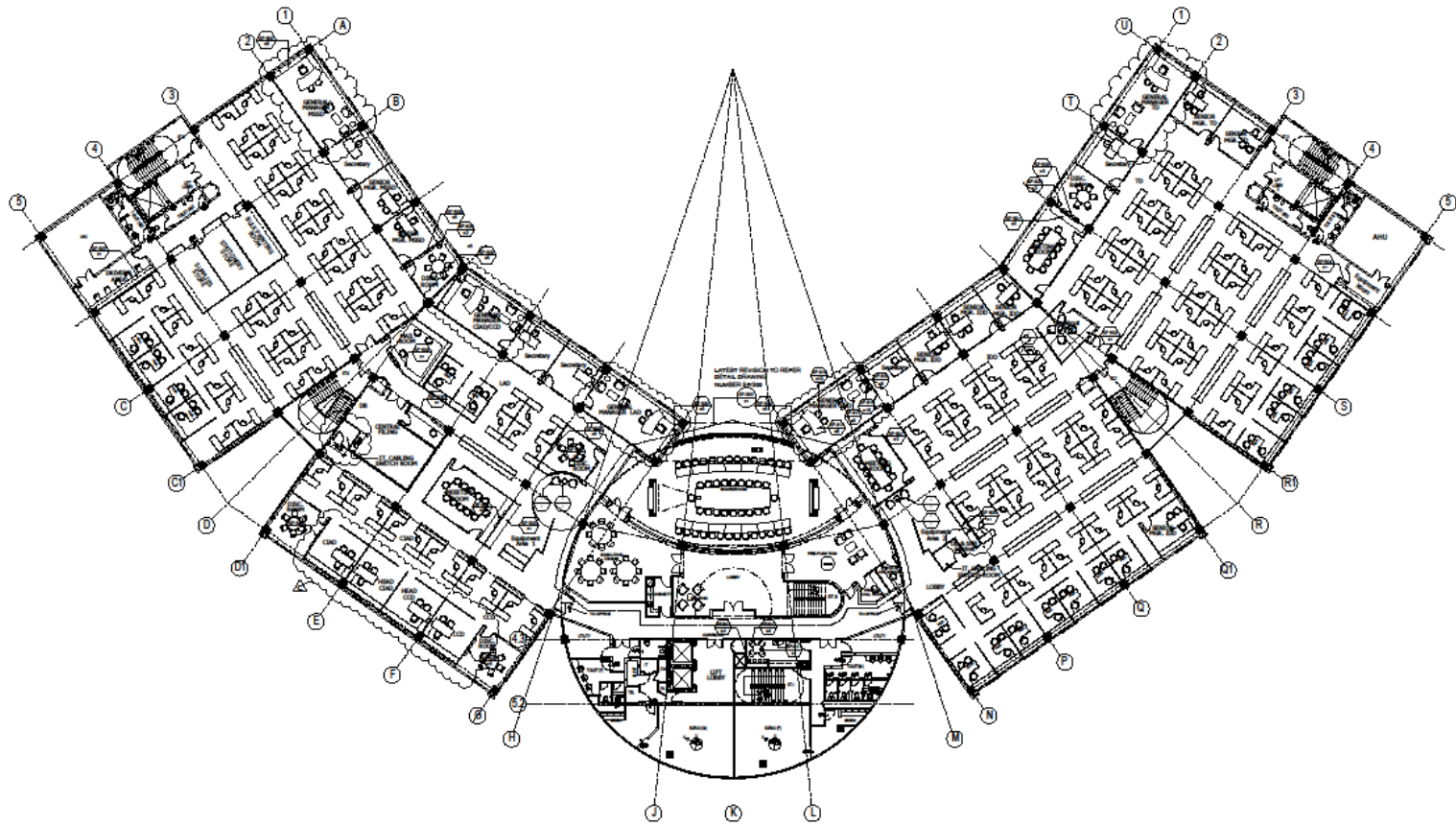
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Drawing – 1st Floor

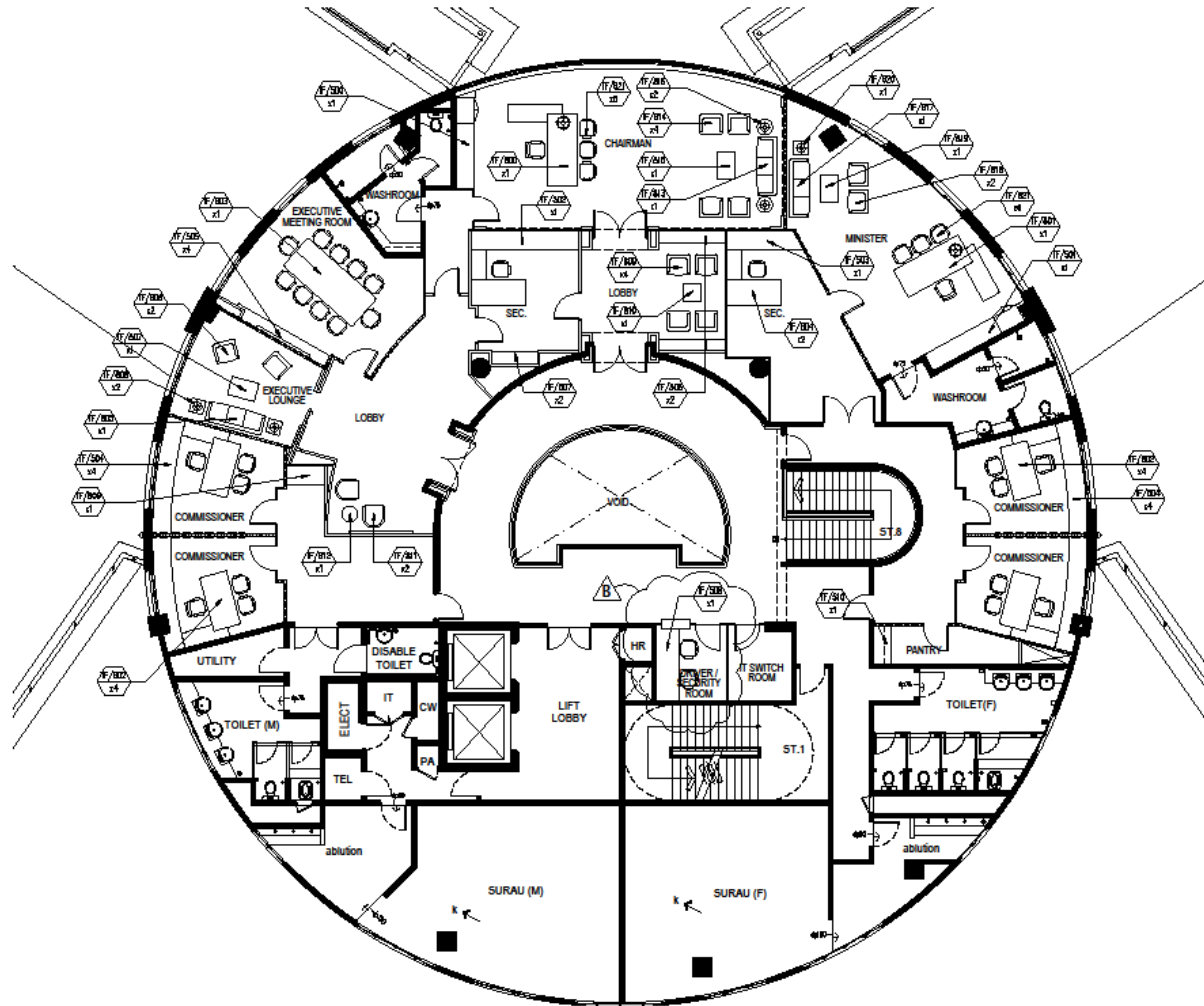


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Drawing – 2nd Floor



Drawing – 3rd Floor




TENDER COMPLIANCE

The tenderer shall have:


Registered with Construction Industry Development Board (CIDB) with minimum G5 license;

Each tender submission shall comprise :

A stack of three yellow folders, each containing a blue document with a barcode and text.

Technical Submission
(1 Original & 1 Copy)

Technical CD

A stack of three yellow folders, each containing a blue document with a barcode and text.

Financial Submission
(1 Original & 1 Copy)

Financial CD


A purple folder with a white document inside.

Must be type written & in English language

A close-up of hands writing on a document with a pen.

To complete [Acknowledgement Form](#) at the counter provided.

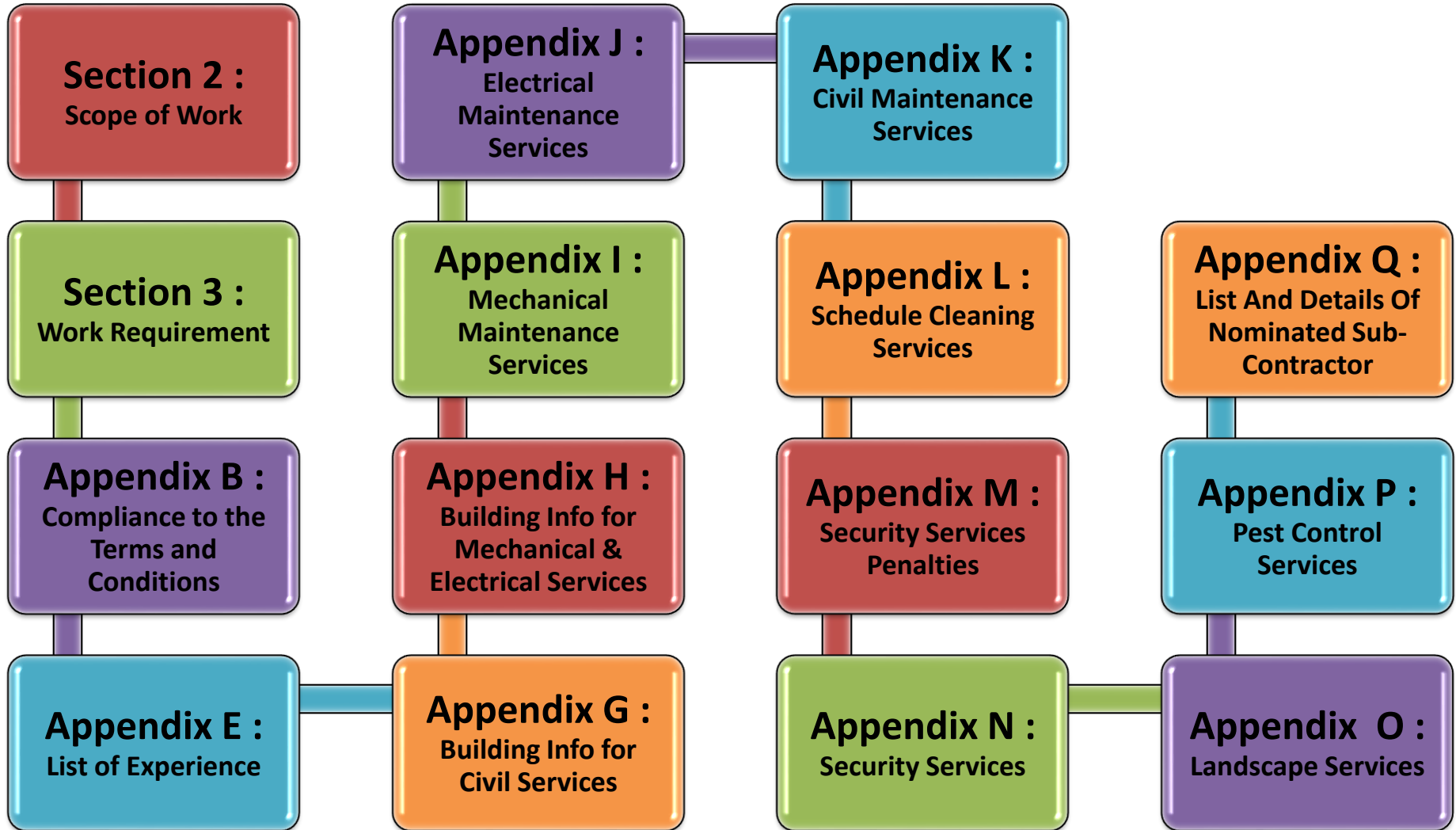
Acknowledge Form

		MCMC/SISD(1)/DC/TC/01/17(01) (Acknowledgement of Submission)		TENDER Data Centre
				Version 1
COMPANY PARTICULARS				For MCMC use only
1.	Company Name :			
2.	Company Address : Tel. No : Fax. No : Email Address :			
3.	Name of representative :			
4.	Contact Persons (Maximum Three Only):			
a.	Name :	Tel :	Signature:	
	Designation :	Email :		
b.	Name :	Tel :	Signature:	
	Designation :	Email :		
c.	Name :	Tel :	Signature:	
	Designation :	Email :		
5.	Details of Submission:			
	No. of Box (Boxes)/ Envelope(s) :		Acknowledged Received : (Day / Date / Time)	



[Return](#)

Technical Submission



Financial Submission



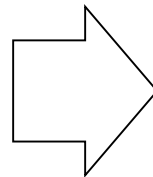
1. **Section 3** : Work Requirements
2. **Section 4** : Terms and Conditions of Tender
3. **Section 5** : Post Tender Award Terms and Conditions
4. **Appendix A** : Statement of Compliance to the Terms and Conditions of Tender
5. **Appendix C** : Form of Tender Document
6. **Appendix D** : Form For Business Profile
7. **Appendix F** : Detail Of Price Quotation Based On Detailed Work
8. **Appendix R** : Tenderer's Declaration
9. **Appendix S** : Declaration of Interest By Tenderer

❖ **Please ensure that the official receipt (tax invoice) is attached to Appendix C. Failure shall invalidate your submission.**

Closing Date

Tender Clarification

- Strictly via email to tender@cmc.gov.my only.
- Before 5:00pm.
- On **1st August 2017**



Tender Submission

- On or before 8th August 2017.
- Before 12.00 noon.
- Late submission shall be rejected.

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THANK YOU